



## Key Information About Your Financial Aid Award Notification Letter From West Chester University

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### Receive Your Aid AND Keep Your Schedule from Being Cancelled!

Congratulations on navigating the financial aid process! For additional details about the financial aid process, please visit our website at [www.wcupa.edu](http://www.wcupa.edu). To begin, here is some key information:

#### 1. **General Information:**

- a. Financial Aid is estimated based on the information you submitted on the Free Application for Federal Student Aid (FAFSA) and the eligibility requirements of the various programs.
- b. We assumed **full-time** enrollment status and used the housing status you reported on the FAFSA (if you did not report a housing status, we assumed that you plan to live with your parents).
- c. If you change your FAFSA information or your housing or enrollment status, your aid may also change.
- d. Your status will be reviewed and adjustments will be made as we become aware of changes.
- e. Disbursement of most eligible aid will begin at the start of each semester.
- f. For some of the steps **critical to securing your aid package** you will need to access your **WCU Webmail** and **myWCU** accounts. You should be able to access your online accounts approximately 36 hours after you have paid your admission deposit. For information about accessing your accounts, please review the [New Student Account Information](#) page at [www.wcupa.edu/acc](http://www.wcupa.edu/acc).

#### 2. **PA State Grants:**

- a. Award notification letters mailed prior to mid-May show an estimated grant amount that may change after PHEAA makes their awards final.
- b. Changes in enrollment and housing status can affect grant award amounts.
- c. If you are an off-campus student (not commuting from your parents' home or living in a WCU residence hall) you **MUST** provide us with your local address by logging into your **myWCU** and clicking on **Addresses** under [Personal Information](#).
- d. *For renewal applicants and transfer students:* PHEAA grants will not be credited to your tuition bill until satisfactory academic progress is confirmed.

#### 3. **Federal Work Study:**

- a. Incoming and transfer students awarded Federal Work-Study receive employment contracts in June; additional contracts will be issued as needed to fill vacancies.
- b. Please return your contract to the Financial Aid Office.
- c. Students interested in off-campus/community service positions may call the Financial Aid Office, or contact the office at [finaid@wcupa.edu](mailto:finaid@wcupa.edu) for additional information.
- d. Students awarded Federal Work-Study are paid bi-weekly through the University Payroll Office. The funds are NOT credited to tuition bills.

#### 4. **Direct Subsidized and Unsubsidized Loans and Perkins Loans:**

- a. You must log on to your myWCU and under the [Financial Aid](#) section (in the middle of the page) click **Accept/Decline Financial Aid** to accept, reduce, or decline your loan.
- b. Credit for your loan will appear on your bill only once you have accepted your loan on myWCU.
- c. You will be notified via your WCU Webmail when your loan funds are disbursed to your account.
- d. You have a right to cancel all or a portion of your loan within 14 days of disbursement. If you wish to decline or reduce the amount of a federal loan after initial disbursement, please submit a written request to the Financial Aid Office.

- A. **Direct Subsidized and Unsubsidized Loans:** Additional information about processes and limits for Direct Loans is available on our website. The steps you need to complete in order to have your Direct Loan(s) processed and applied to your account are:
1. **Accept your loan(s) on myWCU.**

2. At [www.StudentLoans.gov](http://www.StudentLoans.gov) (if not previously completed):
  - a.) Complete **Direct Loan Entrance Counseling**.
  - b.) Complete a **Direct Loan Electronic Master Promissory Note (MPN)**.
3. Direct Loans are disbursed to students' accounts beginning at the start of the semester and continue as all eligibility requirements are met. You may monitor your funds through myWCU.
4. Transfer Students: Loan amounts are based on cumulative credits earned/transferred into WCU. All transfer students whose credits have not yet been evaluated are awarded \$5,500 (first-year borrower limit). If/when you have additional transfer credits posted to your record, please notify our office and ask us to re-evaluate your loan eligibility.

**B. Federal Perkins Student Loans:**

1. To receive your loan, first-time borrowers must accept the loan on myWCU and complete an on-line entrance interview and ALL of the steps detailed in the Federal Perkins Student Loan section of our website (Education Loans under Types of Aid).
2. Two business days after you have accepted your loan on myWCU *and* completed your entrance interview, your Master Promissory Note (MPN) will be available to sign in the Financial Aid Office. We encourage you to complete your Master Promissory Note during the summer if possible.
3. Awards that are not finalized (accepted, with a signed MPN on file) by the first week of school are subject to cancellation.

**5. Direct PLUS Loans:**

Apply at [www.StudentLoans.gov](http://www.StudentLoans.gov) starting in **June**

- a. Parents may apply for a Direct PLUS Loan and complete a Direct PLUS Master Promissory Note (MPN) on the same web site.
- b. Graduate students may apply for a Graduate PLUS Loan, complete a Graduate PLUS Master Promissory Note (MPN), and complete Graduate PLUS Entrance Counseling.

**6. Private Education Loans:**

- a. We recommend that you begin identifying and comparing lenders now, but not apply until **June**.
- b. Search on the internet under "Private Education Loans" and apply directly to the lender of your choice.

**7. Final Notes**

- a. We suggest that you plan to use personal funds (other than grants and student loans) to cover the costs of off-campus housing and other indirect costs, such as books and supplies, for the first two months of the semester.
- b. File only **one** FAFSA per academic year (which at WCU is fall through summer).
- c. Aid will be **paid to your account** at the beginning of each semester once your verification (if required) is complete and all other eligibility requirements are met.
- d. You may monitor additions or changes to your aid on-line at myWCU once you have paid your deposit.
- e. **This is not your bill; it will be sent separately. If your bill has a zero balance** (financial aid fully covers your charges), you **must** confirm your intent to attend the University by responding to the bill. You may do that by **activating your student account under the Bursar's Office section of myWCU** (*a separate and completely different action from accepting your loans under the Financial Aid section*), by returning the top portion of your bill, or by calling the Bursar's Office.
- f. **Failure to respond to your bill will result in cancellation of your schedule!**
- g. Payment arrangements must be made with the **Bursar's Office** for any balance not covered by financial aid.
- h. **Keep** your Financial Aid Award Notification Letter for your records; you are not required to return it to WCU, and you may want to be able to compare letters if there are subsequent changes to your aid. We assume that you accept your grants and scholarships, so we've already done that for you; but you must accept/decline/reduce your loans on-line at myWCU. Please contact our office with any questions about this process or to make any changes after your initial on-line responses.